

## **ENGINEERING DEPARTMENT**

### **PERMITS ISSUED/APPROVED BY ENGINEERING DEPARTMENT**

- Water connection permits: The department signs off on permits to be issued by Permit Center for new connections or for renovations of existing buildings. The department assigns a meter size, as well as permit fees in accordance with the Code of Ordinances. The meter size is provided to the Engineering Department by the Public Utilities Department. If the account for an existing water connection is in arrears, the Public Utilities Department will notify the Engineering Department that the permit cannot be issued.
- Sanitary sewer connection permits: The department signs off on permits to be issued by Permit Center for new connections or for renovations of existing buildings. The department assigns permit fees in accordance with the Code of Ordinances. If the account for an existing sanitary sewer connection is in arrears, the Public Utilities Department will notify the Engineering Department that the permit cannot be issued.
- Subdivision road construction permit: The Permit to Construct Roadways (subdivisions only) is issued by the Planning Commission. The Engineering Department signs off on each phase of construction, as it is completed and approved.

### **INSPECTIONS PERFORMED BY ENGINEERING DEPARTMENT**

- Water connections: The department inspects the water tap at the main and the water service installation within the roadway. Unless it is an emergency situation, 24 hours notice for a requested inspection is required.
- Sanitary sewer connections: The department inspects the connection to an existing lateral or the new tap on the sanitary sewer main, as well as the installation of the sanitary sewer pipe within the roadway. The plug at the end of an existing sewer lateral is only to be removed in the presence of the Engineering Department inspector. Unless it is an emergency situation, 24 hours notice for a requested inspection is required.
- Subdivision roads: The department inspects each phase of the road construction. Unless it is an emergency situation, 24 hours notice for a requested inspection is required.